5th June 2013

Mansfield Secondary College Netbook Program

This year Mansfield Secondary College will be able to provide your child with access to a netbook computer on a permanent basis, i.e. twenty four hours a day seven days a week. The netbook is an ACER computer model AO753.

Please find enclosed the Mansfield Secondary College Netbook Program, Student and Parent Agreement and the College Use of Electronic Devices Policy.

I would expect that most families will exercise their option to take up a netbook, and should that be your decision, you will need to complete the following steps.

The program is also dependant on the lodgement of a bond of $100 (fully refundable) and agreeing to purchase a ($20) hard protective case. It is also expected that your child has a padlock for their locker.

1) Read, sign and return the Mansfield Secondary College Netbook Program, Student and Parent Agreement to the general office
2) Read the College Use of Electronic Devices Policy
3) Pay $100 bond, to be lodged at the general office.
4) Agree to purchase, ($20) a hard protective case.
5) Provide a padlock for your child’s locker.

Please contact me for any other information.

cousins.kenneth.i@edumail.vic.gov.au

Yours faithfully

Ken Cousins
ICT Manager
Use of Electronic Devices Policy

Mansfield Secondary College recognises that student and staff ownership and use of mobile phones (and other electronic storage, communication and recording devices) is part of the current way of life. There are times when it is convenient for people to be able to communicate with family or friends and, increasingly, electronic devices will have educational applications within the formal curriculum.

Mobile phones, digital cameras, iPods or MP3/4 players and the like are brought to school at their owner’s risk. They should be stored securely, for example, with the General Office or in locked areas. Mansfield Secondary College takes no responsibility for lost, damaged or stolen electronic devices.

Guiding Principle

Mobile phones and other electronic devices should not be used in any manner or place that is disruptive to the normal routine of the school or in breach of other school rules, privacy regulations or any other State or Commonwealth law.

Rules

Unless otherwise directed:

- Students may only use their mobile phones or electronic devices before or after school, or during recess and lunch breaks.
- Mobile phones should not be seen or heard in class. They are not to be used for sending or receiving text or voice messages, recording images or sound, or making or receiving telephone calls during classes, assemblies, meetings or other formal parts of the school day.
- While on excursions, camps and extra-curricular activities, students and staff should have their mobile phones switched off or in silent mode during presentations and other formal excursion activities.

Consequences

A breach of the above rules will be treated as a failure to follow instructions (see Staff and Student Codes of Behaviour; Discipline Flow Chart).

Electronic devices that are brought to class by students may be confiscated by teachers then locked in the school safe pending contact between parents and coordinators. Urgent telephone calls can be made through landline telephones in the school.

Repeated breaches of the rules may lead to suspension or other disciplinary action.

[This policy has been developed by the Mansfield Secondary College Student Representative Council in collaboration with the Welfare Team, 2005 - 2006.]
MANSFIELD SECONDARY COLLEGE NETBOOK PROGRAM

STUDENT AND PARENT AGREEMENT

Having attended a briefing with my child at Mansfield Secondary College regarding their Student Netbook Program, I accept the terms and conditions set down for participating in the Netbook Program.

Acceptance includes:

1. The Netbook is the property of Mansfield Secondary College. On completion of year 12 or on leaving the college, the Netbook will remain the property of the college for the term of the agreement.

2. The Netbook agreement will extend for a period of four years. At the end of that period, the ownership of the netbook will be transferred to the undersigned and the bond will be returned.

3. I have deposited $100 bond with the college. This bond will be refundable to me upon leaving the program, and on condition that the Netbook is maintained in working order and age-appropriate condition (Age-appropriate condition allows for normal wear and tear, and excludes willful or accidental damage resulting in damaged functions, broken parts, or the defacing of the Netbook).

4. I understand that repairs required from time to time as a result of any of the above, will be carried out at my cost by the College if possible, or by an alternative repairer. The College is to be notified at the earliest opportunity after the damage occurs, to arrange for the repairs to be carried out. Netbooks are warranted against manufacturing defects for four years.

5. If the Netbook is unrepairable, the netbook should be returned to the College. I will be liable for the depreciated value of the Netbook. In the first year $600, second $450, third year $300 and forth year $150.

6. I understand that there is NO accidental damage insurance on my Netbook. In terms of theft, the netbook would have to have been taken from a locked location and reported to the police. A police report would need to be submitted prior to a replacement netbook being allocated.

7. I understand my obligation to not access or store inappropriate material on my Netbook. To this effect, I agree to abide by the College’s Use of Electronic Devices Policy. A sample of netbooks will be taken by the College from time to time to audit compliance with its policies. A replacement Netbook will be made available during school hours. All material on the Netbook must be freely available to the College Network Administrator for audit purposes, and not protected or hidden by security encryption, password lock or other methods.

8. I agree to ensure my Netbook is functional and brought to class as part of a general requirement to attend class with the required learning resources. This includes ensuring it has been charged the previous night. I agree to follow the request of College staff with regard to when and how I use the Netbook at school. Outside of class time, the Netbook will always be carried in a protective case and when not in use, stored in a locker which is padlocked.

9. I agree to relinquish the Netbook if requested for maintenance (such as to perform software updates), and understand that this may be for several days and I am not guaranteed a replacement Netbook during this time.

10. Maintenance of the Netbook may lead to restoring or erasing its Operating System. I understand that this will result in the loss of any additional programs installed by me. (I may reinstall these programs after maintenance.) I am also responsible for ensuring my data is backed up; the College network is available to hold school-related material. Operating System maintenance will not normally result in loss of data stored in your Documents folder, although important work should still be backed up.

11. I understand that the College can withdraw from this arrangement at any time. If so, a reason will be given based on the conditions which form part of this agreement. I may also withdraw from this arrangement at any time and return the Netbook to the College. If this occurs, I will be required to return the Netbook without delay. Upon return of the Netbook in condition as described in this agreement, my bond will be returned.

Netbook Agreement

I agree to the terms listed above:

PARENT: ________________________________ STUDENT: ________________________________

SIGNATURE: ___________________________ SIGNATURE: ____________________________